

~~CONFIDENTIAL~~

Report For Week Ending 14 August 1956
RECORDS CENTER

During this week the following accessions were made:

COMPT	72 Cu. Ft.
OCR	35 " "
OTR	7 " "
PERS	13 " "
Sub-Total:	127 Cu. Ft.
Finished Intelligence	17 " "
Total:	144 Cu. Ft.

Records Holdings	16,988 Cu. Ft.
Distribution Material Holdings	11,259 " "
Total:	28,247 Cu. Ft.

Distribution Material Disposed of at Center	13 Cu. Ft.
Distribution Material Transferred from Center	2 " "
Records Disposed at Center	0 " "
Records Transferred from Center	0 " "

a. Reference

The retired records from Pers/MPD will be consolidated into one job. MPD is furnishing the services of one man to help consolidate this material.

b. General

The Center is accessioning records at the rate of over 10,000 cubic feet per year and disposing of over 2,800 cubic feet per year, therefore the total space utilized in a fiscal year is over 8,000 cubic feet. These figures are based upon fiscal year 1956 statistics. Assuming that the Center receives approximately the same volume of records in fiscal year 1957 as in fiscal year 1956 there will be an urgent need for additional space by January 1, 1957.

Plans have been formalized to install additional shelving in Area A and C which will supply 2040 cubic feet. This additional space may provide enough storage room to house material until April 1, 1957.

A memorandum regarding the stock level of FDD Publications has been received from the ARO of FDD. The destruction of copies over this stock level should release approximately 60 cubic feet of shelving.

Chief, Records Center